



## **COUNTY OF SAN DIEGO**

Great Government Through the General Management System – Quality, Timeliness, Value

### **DEPARTMENT OF HUMAN RESOURCES**

#### **CLASS SPECIFICATION**

**UNCLASSIFIED**

**DIRECTOR, OFFICE OF EMERGENCY SERVICES**

**Class No. 002284**

#### **■ CLASSIFICATION PURPOSE**

To direct the activities of the Office of Emergency Services; to serve as the department head; and to perform related work as required.

#### **■ DISTINGUISHING CHARACTERISTICS**

This executive management position reports to the Deputy Chief Administrative Officer/General Manager, Public Safety Group, and is responsible for developing, updating, and executing the County's Operational Area Emergency Plan and all of its annexes. The Director ensures that the County workforce is positioned and capable of responding to disasters and emergency events that may occur throughout the region. The Director is the principal staff to the Unified San Diego County Emergency Services Organization.

#### **■ FUNCTIONS**

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Serves as staff to the CAO, the Unified Emergency Services Organization, the Unified Disaster Council, and the City Managers of the County's eighteen municipal corporations.
2. Ensures the timely receipt and dissemination of warning information.
3. Sets up and manages the Operational Area Emergency Operations Center in times of an emergency or disaster.
4. Manages the message control center and internal communications.
5. Establishes and maintains communications with the State Office of Emergency Services.
6. Assists with the coordination of the various sections of the Emergency Operations Center.
7. Serves as liaison between the State Office of Emergency Services and the Cities, County, and Special Districts.
8. Plans, directs, organizes, coordinates, and evaluates the activities of the County Office of Emergency Services in order to maintain a high level of readiness in the event of a disaster or emergency.
9. Arranges for periodic tests of the region's ability to respond to emergency situations through the use of tabletop and emergency simulation exercises.
10. Reviews and makes recommendations on emergency legislation, codes, and federal and state laws and regulations.
11. Establishes and implements County-wide policies and procedures related to the development of disaster or emergency recovery plans.
12. Directs staff in identifying emergency and resource requirements and seeks funding for such requirements.
13. Provides high quality service to County employees, representatives of outside agencies and members of the public.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Disaster management including conditions and situations leading to major emergencies, mitigation, response, lines of authority, resources, damage assessment, recovery methods, and safety and survival procedures.
- Federal and State laws, codes, regulations, and standards related to disaster preparedness and assistance programs.
- Community or local sources and providers of emergency services and assistance programs.
- Policy/procedure development and implementation related to disaster preparedness.
- Principles and practices of supervision and training.
- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.
- Operation and use of communication systems and equipment.
- The General Management System in principle and in practice.

### Skills and Abilities to:

- Plan, organize, direct, and evaluate the overall activities of staff responsible for developing, reviewing, and implementing contingency and recovery plans for responding to disasters and emergency events or situations.
- Direct the establishment and implementation of policy/procedure related to disaster preparedness and recovery programs.
- Coordinate departmental services with County departments and public/private agencies.
- Ensure that departmental activities conform to Federal, State, and local laws and standards.
- Identify and resolve operational problems.
- Prepare annual budget and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the department's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media, and other agencies.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a bachelor's degree from an accredited college or university, AND five (5) years of experience performing the duties listed above.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

### Certification/Registration

None Required.

### Working Conditions

Office environment; exposure to computer screens.

### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

**Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).**

**New: September 16, 1983**  
**Revised: March 5, 2002**  
**Reviewed Spring 2004**

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Director, Office of Emergency Services (Class No. 002284)

Union Code: EM

Variable Entry: Y